

## IV-D47 Payroll Object Conversion

The Payroll Object Conversion Descriptor Table allows agencies to assign specific Object Detail and Agency Object Codes to SCO Blankets (i.e., Temporary Help Blanket).

The Payroll Object Conversion Table ID is **47** and is available on the Command **I.5:** Agency Descriptor Tables screen.

### STRUCTURE

The Payroll Object Conversion Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Payroll Object Conversion record and contains the Descriptor Table Identification (ID), Organization Code, and SCO Blanket code.

The Organization Code is determined by the Userid. The SCO Blanket is agency assigned.

The informational element segment for the Payroll Object Conversion Descriptor Table consists of the Object Detail, Agency Object, and Title.

### RELATIONSHIP TO OTHER TABLES

Before the Payroll Object Conversion code can be created, the Object Detail and Agency Object codes must be established in the Statewide Object Detail Descriptor Table (D11) and the Agency Object Descriptor Table (D12) respectively.

### INPUT CODING

A listing of the fields contained on the Payroll Object Conversion Entry screen and/or the activity reports is shown in Exhibit IV-D47-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Payroll Object Conversion Entry screen is keyed from the Payroll Object Conversion Descriptor Table Entry form (CALSTARS 1.47). The form, shown in Exhibit IV-D47-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

**PAYROLL OBJECT CONVERSION ENTRY SCREEN**

The Entry screen shown below is available through Command **I.5.47**.

```
9990 I.5.47: Payroll Object Conversion (D47) Entry          04-07-2005 03:03 PM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

SCO BLANKET : ____

OBJECT DETAIL> ____

AGENCY OBJECT> ____

TITLE      : _____

Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit      List      Bkwrdr Frwrdr Clear      Main
```

All Payroll Object Conversion Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

**PAYROLL OBJECT CONVERSION LIST SCREEN**

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Payroll Object Conversion (D47) List                                04-07-2005 03:06 PM

Function: _ (P=Print Table, R=Recall Maint/Print)                      Go to SCO Blnkt: ____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
  SCO
  F  BLNKT  OD  AO  TITLE
  -  ---   --  --  -----
  -  910   033    TEMPORARY HELP
  -  920   063    EXEMPT BOARD MEMBER
  -  950   083    OVERTIME BLANKET
                                     *** End of Data ***

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr Clear                      Main

```

The list of records is displayed in SCO Blanket order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the agency. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to SCO Blnkt' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by SCO Blanket). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

**A=Add**From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the SCO Blanket, Object Detail, Agency Object, and Title fields to **Add** a record to the table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

**C=Change**From the Entry screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**Note:** To blank out (delete) information on input fields, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to delete information on input fields.

**D=Delete**From The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.

<p style="text-align: center;">A C T I O N   C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Descriptor Record</p> <p style="text-align: center;">Press PF4 to confirm; PF2 to cancel</p>
---

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Payroll Object Conversion Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Payroll Object Conversion Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

**N=Next**From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

**P=Print Table**

The **P** function provides agencies the option of generating an electronic report file of the Payroll Object Conversion Descriptor Table Listing Report and/or printing the report. The report contains all records within the Payroll Object Conversion Table and is displayed in Exhibit IV-D47-3.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
Print/Report File Selection
Descriptor Table - Payroll Obj Conversion (D47)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-D47.IQ.D2050407.T1539216
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-D47.IQ.D2050407.T1539216
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field:

- ✱ **F** – Immediately generates an electronic report file of the Payroll Object Conversion Descriptor Table Listing Report (CSI90247)
- ✱ **P** – Immediately generates an electronic report file (CSI90247) and ROPES the Payroll Object Conversion Descriptor Table Listing Report (CSI90247) to an agency printer

- ❖ **O** - ROPES the Payroll Object Conversion Descriptor Table Listing Report (CSB90247), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

**Note:** To request a change to the printer/file destination or output media for a specific report, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Agency Object Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D47
*** End of Data ***

Press Enter to remove the request(s).

PF2          PF7  PF8
Retrn        Bkwr  Frwr
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

**V=View**From The Entry Screen:

Key a **V** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**W=Print Record**

The **W** function immediately prints a single record report (CSI902047) and generates a single record report file from the Payroll Object Conversion Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D47.IQ.Dcymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the SCO Blanket field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

**FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Payroll Object Conversion Descriptor Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ✪ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7

and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- ✪ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

**F5=List**—Displays the Payroll Object Conversion List screen.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records).

**F8=Frwrđ** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all keyed fields.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## **PAYROLL OBJECT CONVERSION DESCRIPTOR TABLE REPORTS**

The following reports are system generated:

- ✧ Payroll Object Conversion Descriptor Table Activity Report (CSB90147) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D47-3.
- ✧ Payroll Object Conversion Descriptor Table Upload Activity Report (CSB90447) – This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D47-3.

The following report is produced upon agency request:

- ✧ Payroll Object Conversion Descriptor Table Listing Report (CSB90247/CSI90247) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an Payroll Object Conversion screen. The report is displayed in Exhibit IV-D47-3.

## **CONTROL**

The Payroll Object Conversion Descriptor Table Activity Report (CSB90147) and the Payroll Object Conversion Descriptor Table Upload Activity Report (CSB90447) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

## EXHIBIT IV-D47-1

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
DESCRIPTOR TABLE ID (D47)	2	The <b>Descriptor Table ID</b> is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
SCO BLANKET (SCO BLNKT)	3	Enter the <b>SCO Blanket</b> code.
<b><u>Informational Elements:</u></b>		
OBJECT DETAIL (OD)	3	Enter the <b>Object Detail</b> code to be assigned.
AGENCY OBJECT (AO)	2	Enter the <b>Agency Object</b> code to be assigned.
TITLE	50	Payroll Object Conversion title.
<b><u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.</u></b>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
<b><u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.</u></b>		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

## EXHIBIT IV-D47-2

<b>CALSTARS 1.47</b> (revised 04-08-2005)	<b>PAYROLL OBJ CONV (D47) DESCRIPTOR TABLE ENTRY FORM</b>			ORG: _____	
PREPARED BY: _____		DATE: _____	ENTERED BY: _____		DATE: _____

  

<b>FUNCTION</b>	<input style="width: 100%;" type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)			
<b>SCO BLANKET</b>	<input style="width: 100%;" type="checkbox"/>	<b>OBJECT DETAIL</b>	<input style="width: 100%;" type="checkbox"/>	<b>AGENCY OBJECT</b>	<input style="width: 100%;" type="checkbox"/>
<b>TITLE</b>	<div style="border: 1px solid black; height: 20px; width: 100%; position: relative;"> <div style="position: absolute; bottom: 0; left: 0; right: 0; border-top: 1px dashed black;"></div> </div>				

  

<b>FUNCTION</b>	<input style="width: 100%;" type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)			
<b>SCO BLANKET</b>	<input style="width: 100%;" type="checkbox"/>	<b>OBJECT DETAIL</b>	<input style="width: 100%;" type="checkbox"/>	<b>AGENCY OBJECT</b>	<input style="width: 100%;" type="checkbox"/>
<b>TITLE</b>	<div style="border: 1px solid black; height: 20px; width: 100%; position: relative;"> <div style="position: absolute; bottom: 0; left: 0; right: 0; border-top: 1px dashed black;"></div> </div>				

  

<b>FUNCTION</b>	<input style="width: 100%;" type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)			
<b>SCO BLANKET</b>	<input style="width: 100%;" type="checkbox"/>	<b>OBJECT DETAIL</b>	<input style="width: 100%;" type="checkbox"/>	<b>AGENCY OBJECT</b>	<input style="width: 100%;" type="checkbox"/>
<b>TITLE</b>	<div style="border: 1px solid black; height: 20px; width: 100%; position: relative;"> <div style="position: absolute; bottom: 0; left: 0; right: 0; border-top: 1px dashed black;"></div> </div>				

  

<b>REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED</b>	<input style="width: 100%;" type="checkbox"/>	(F=Report File only, P=Printer Output and Report File) (O=Overnight Printer Output)
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## EXHIBIT IV-D47-3

```

CSB90147 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS PAYROLL OBJECT CONV DESC TABLE (D47) ACTIVITY REPORT
                                ***** ORG NUMBER: 9990
04/20/2004 (17:58) ***** ORG PAGE: 1
SCO ***** RUN PAGE: 1
BLNK  OD  AO  F  TITLE  TRANS DATE  TRANS TIME  USERID  ERROR MESSAGES
---  ---  --  -  -----
920   063      C  EXEMPT BOARD MEMBER  04-20-2004  01:29:05 PM  CSAQABC

```

```

CSB90247 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS PAYROLL OBJECT CONV DESCRIPTOR TABLE (D47) LISTING REPORT
                                ***** ORG NUMBER: 9990
04/20/2004 (17:58) ***** ORG PAGE: 1
SCO ***** RUN PAGE: 1
BLNK  OD  AO  TITLE  LP DATE
---  ---  --  -----
910   033      TEMPORARY HELP  07-01-1997
920   063      EXEMPT BOARD MEMBER  07-01-1997
950   083      OVERTIME BLANKET  04-20-2004
970   520      UNIFORM ALLOWANCE  04-20-2004

```

```

CSB90447 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS PAYROLL OBJ CONV DESC TABLE (D47) UPLOAD ACTIVITY REPORT
                                ***** ORG NUMBER: 9990
04/20/2004 (17:58) ***** ORG PAGE: 1
SCO ***** RUN PAGE: 1
BLNK  OD  AO  F  TITLE  TRANS DATE  TRANS TIME  USERID  ERROR MESSAGES
---  ---  --  -  -----
920   063      C  EXEMPT BOARD MEMBER  07-01-1997  05:58:00 PM  UPLOAD  M10 NO CHNG MADE TO REC
970   520      A  UNIFORM ALLOWANCE

```